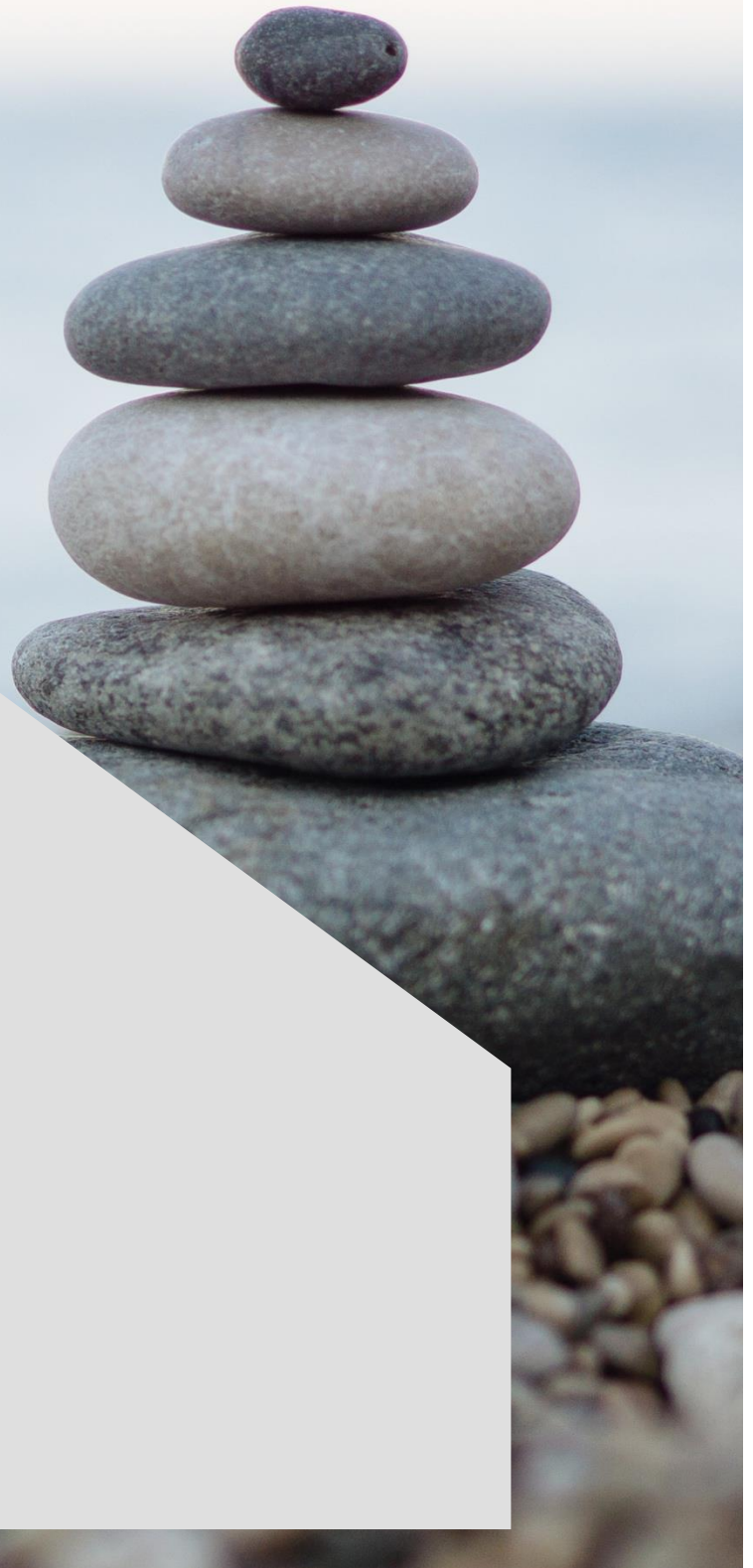


Committee Mandate & Terms of Reference



Rural Community of Fundy Shores

31 Malcolm Meehan Road

Musquash NB

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Definitions

Local Government - means the Rural Community of Fundy Shores

Province - Province of New Brunswick

Introduction

Community Profile

With the implementation of Local Government reform in the Province of New Brunswick came the establishment and restructuring of several Local Government units throughout the province. One unit established was the Rural District of Fundy Shores. Fundy Shores is comprised of the former Local Service District of Musquash and a large portion of the former Local Service District of Lepreau.

Quick Stats:

Population ~ 2100

Homes ~ 1000

Total Land Mass ~ 370 km²

Committees

Council has determined the establishment of local committees is necessary for the success of the Community. Committees to be established include:

- Community Development
- Economic Development
- Public Safety
- Recreation
- Tourism

***Mandates may change and evolve based on the needs of Fundy Shores.

***All committees are responsible for providing information and recommendations as it relates to improved by-laws and policies of Fundy Shores, when requested.

***Items identified for Council advocacy with third parties are included in the Appendices at the end of this document



Committees

Community Development

The role of the Community Development Committee is twofold, to identify issues of social inequity and needs in the community and to help formulate recommendation for consideration by Council in remedying these needs. In doing so they will support the facilitation, identification and potential partners to help strengthen the effectiveness and ensure sustainable development of community services.

Where possible and mutually beneficial to the Rural Community of Fundy Shores, the Committee will align its initiatives with that of the Southwest New Brunswick Regional Service Commission.

Community Development Needs/Wants

- Community Transit
- Seniors Living Staged Facility
- Health/Medical Clinic
- Community Garden/Share Harvest Event
- Local Food & Clothing Bank
- Affordable Housing
- Attainable Housing
- Child Care Opportunities
- Housing Incentives (Vacant Properties)
- Aging in Place Supports
- Early Learning Opportunities (Pre-School)
- Change School Catchment
- Community/Wellness Centre
- Specialized Nursing Services (Footcare, Diabetic Care, etc.)

Key Deliverables

- Document current social programs and services offered in the community from all levels of government and community groups (documents for Council and public consumption)
- Document (who, what, cost etc.) gaps in services, recommend to Council appropriate avenues for pursuing services
- Where directed by Council, collaborate with staff and subject matter experts on developing new services in Fundy Shores.

Identified Action Items

- Develop a Local Committee
- Meet with Local Stakeholders
- Identify Local Services
- Develop a way to share and promote current services

Economic Development

Economic Development is the process where a local emerging economies become more advanced and grow in a healthy and beneficial manner to the community. The Committee will be responsible for identifying local markets and recommending to Council improvements thereto.

Where possible and mutually beneficial to the Rural Community of Fundy Shores, the Committee will align its initiatives with that of the Southwest New Brunswick Regional Service Commission.

Economic Development Needs/Wants

- Local Access to Seafood
- Small Business Opportunities
- Labour Market Shortage
- Canteens/Pop-Up Food Shops
- Gas Stations
- Local Transit
- Places to Stay
- Local Restaurants
- Careers with Increased Wage Opportunities
- Local Markets

Key Deliverables

- Documentation regarding Labour Market needs for Fundy Shores.
- Promotional documents to encourage growth in local businesses or entice new businesses to the area
- Identify potential business area

Identified Action Items

- Develop a local Committee
- Meet with Local Stakeholders
- Map current businesses in Fundy Shores
- Identify areas where market growth is acceptable and possible in the community

Public Safety

Public Safety is the protection function of government from harm to person or property from a third party, including the natural elements. It will be the responsibility of the Committee to identify the public safety needs in the community and advise Council of pathways forward for remedying these issues. (It is important to note, that several of the public safety services are still under the control of the provincial government since the structuring of Fundy Shores, those services include Fire and Police.)

Where possible and mutually beneficial to the Rural Community of Fundy Shores, the Committee will align its initiatives with that of the Southwest New Brunswick Regional Service Commission.

Public Safety Needs/Wants

- Policing
- Speeding (Thompson Subdivision, Route 790/795, School Zone, Summer Speeders)
- Community Safety
- Traffic Enforcement
- Lighting around Community Mailboxes
- Community Mailbox Locations
- Warming Shelters
- Sharing of EMO Plan to the Community (Plan currently under development)
- Neighborhood Watch
- Cyclist Safety
- Coastal Erosion Issues
- Animal Shelters

Key Deliverables

- Understanding of Level of Service Agreements with Public Safety Bodies
- Document deficiencies for Council consideration
- Document recommendations for remedies for Council advocacy
- Public sharing of safety services (presentations etc.)

Identified Action Items

- Develop a local committee
- Meet with subject matter experts
- Provide deficiency listing to Council
- Upon completion of EMO Planning share information with the Public

Recreation

The Recreation Committee will be responsible for promoting/ developing and where possible assisting in activities that engage people in the community during their free time that are recognized in having social redeeming qualities. Recreation is not limited to active living opportunity and sports, recreation also includes leisure and cultural activities.

Where possible and mutually beneficial to the Rural Community of Fundy Shores, the Committee will align its initiatives with that of the Southwest New Brunswick Regional Service Commission.

Recreation Needs/Wants

- Local Events (Markets, Festivals, Concerts etc.)
- Teen Game Nights
- Adult Game Nights
- Clubs, Groups, Sports, Golf
- Trails (Bike, ATV, Snowmobile)
- Museum, Library,
- Skate Park, outside pool
- Inside turf

Key Deliverables

- Asset Map of current Recreation Opportunities in Fundy Shores
- Develop plans for future Recreation Opportunities (after funding approval from Council)
- Coastal Link Trail connection

Identified Action Items

- Develop Local Committee
- Work with RSC for Asset Mapping in Fundy Shores
- Identify Area needs and grant opportunities
- Work with Council to develop a plan for a new facility

Tourism

The Tourism Committee will be responsible for identifying, improving and promoting the act and process for individuals wishing to spend time away from their home in pursuit of recreation, relaxation and pleasure purposes, while making use of commercial services.

Where possible and mutually beneficial to the Rural Community of Fundy Shores, the Committee will align its initiatives with that of the Southwest New Brunswick Regional Service Commission.

Tourism Needs/Wants

- More Local Events (Markets, Festivals, Concerts)
- ATV Tourism
- Great Trails
- Places to Stay (cabins, hotels, campsites)
- Restaurants
- Beach Access
- Tourism Inventory
- Responsible Tourism
- Gift, Artisan Shops
- Farmers Markets

Key Deliverables

- Inventory of Tourism providers in Fundy Shores
- Promotional documents for Fundy Shores
- Identify tourism growth opportunities in Fundy Shores

Identified Action Items

- Develop a local committee
- Identify Local Stakeholders to collaborate with
- Draft documents for improving tourism opportunities in Fundy Shores

Roles & Responsibilities

Role of the Chair

The role of the Committee Chair will be to develop the meeting agenda, book meeting space and times, to ensure reports are accurate and encompass all the recommendations of the committee prior to reporting to Council. The Chair is also required to sit on the Southwest New Brunswick Regional Service Commission Committee related to their portfolio.

Role of the Vice Chair

The role of the Committee Vice Chair will be to act as the Chair in their absence.

Role of the Recording Secretary

The Recording Secretary shall take notes of the meeting, prepare minutes and prepare a summary of Committee activities and recommendations suitable for the Chair of the Committee to present to Council as required. (Templates attached.)

Role of Committee Members

Committee Members are expected to attend meetings regularly and be active participants in the Committee's work. Should a member be absent from 3 Committee Meetings without Council approval, shall forfeit their seat on the Committee.

Term of Office

The term of each committee member shall be for one year, an option is provided to seek an additional term(s) if agreed on by Council.

Composition of Committees

Committees shall be appointed by Council. Council will work to ensure a balanced approach to committee composition. The chair of the committee shall be a member of council. Additional membership will be sought from the Community and when possible include subject matter experts. Committee size will be to a maximum of 12 members.

Role of Council

The role of Council for the Rural Community of Fundy Shores is to support the Committee in its work, review the recommendations and when deemed necessary, responsible and fiscally possible allocate resources or secure grants to implement the recommendations.

Government Staff

While it is important to provide professional staffing services for Committees in the mandates, currently given the size of staffing available, Committees may request staff be present and support their needs when executing feasibility studies, drafting by-laws, construction services,

financial overview, etc. However, staffing services will not be provided for the purpose of minute taking.

Meeting Procedures

Agenda

The agenda shall be structured in the following format.

1. Call To Order
2. Roll Call
3. Disclosure Conflict of Interest
4. Approval of Previous Meeting Minutes
5. Correspondence
6. Presentations
7. Business
8. Next Meeting
9. Adjournment

Minutes

Committee minutes shall be drafted and submitted to the Chair within 7 business days of the meeting. The meeting shall include the recommendations to be presented to Council and any substantial business discussed.

Meetings

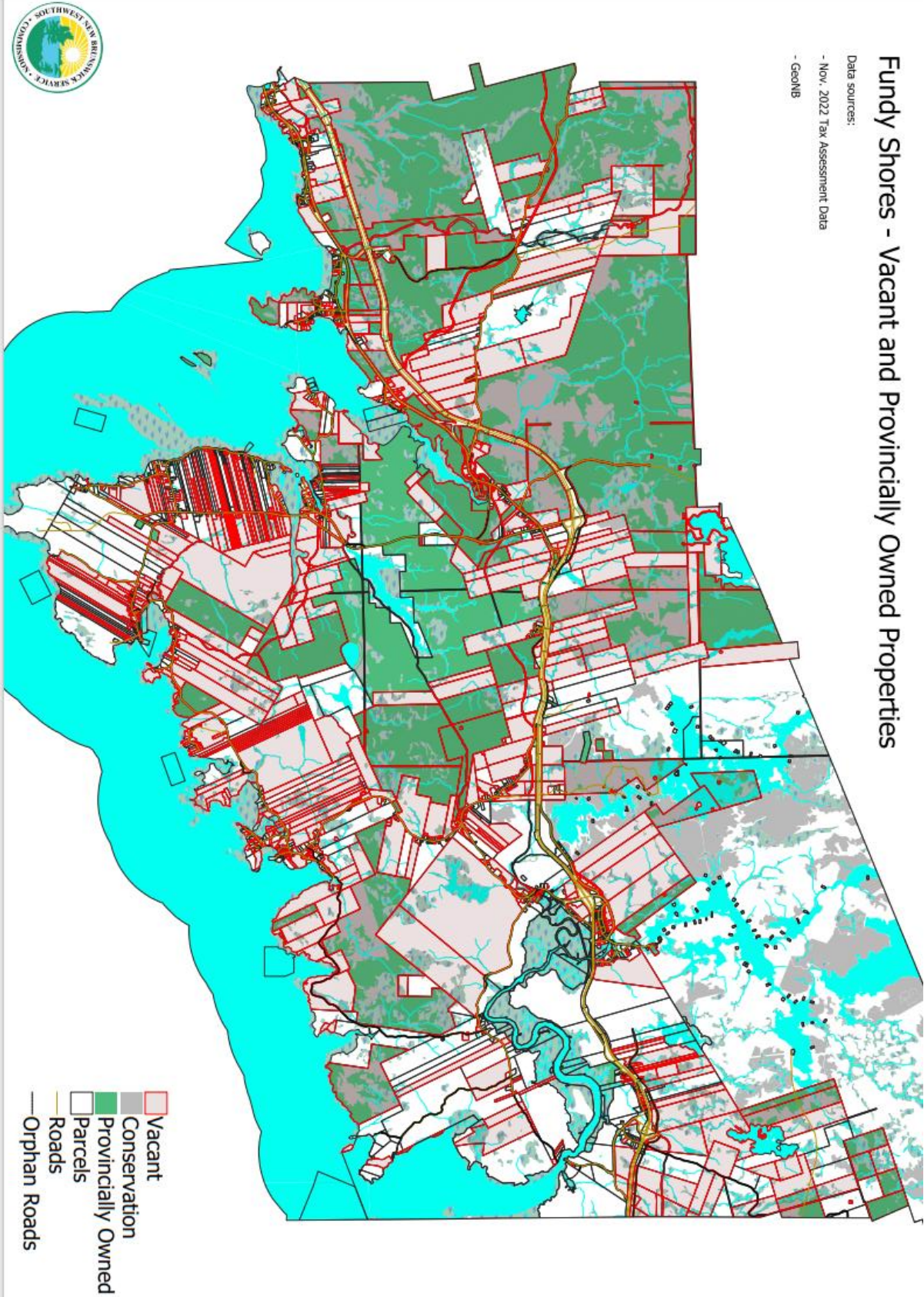
- All committees will meet a minimum of 4 times a year, or more frequently as required depending on circumstances and need.
- Meeting agendas will be circulated one week in advance of the meeting date.
- Professional decorum and deportment are expected as public committees and therefore anyone, in the opinion of the Chair act outside of these expectations, after one warning, will be removed from the committee.

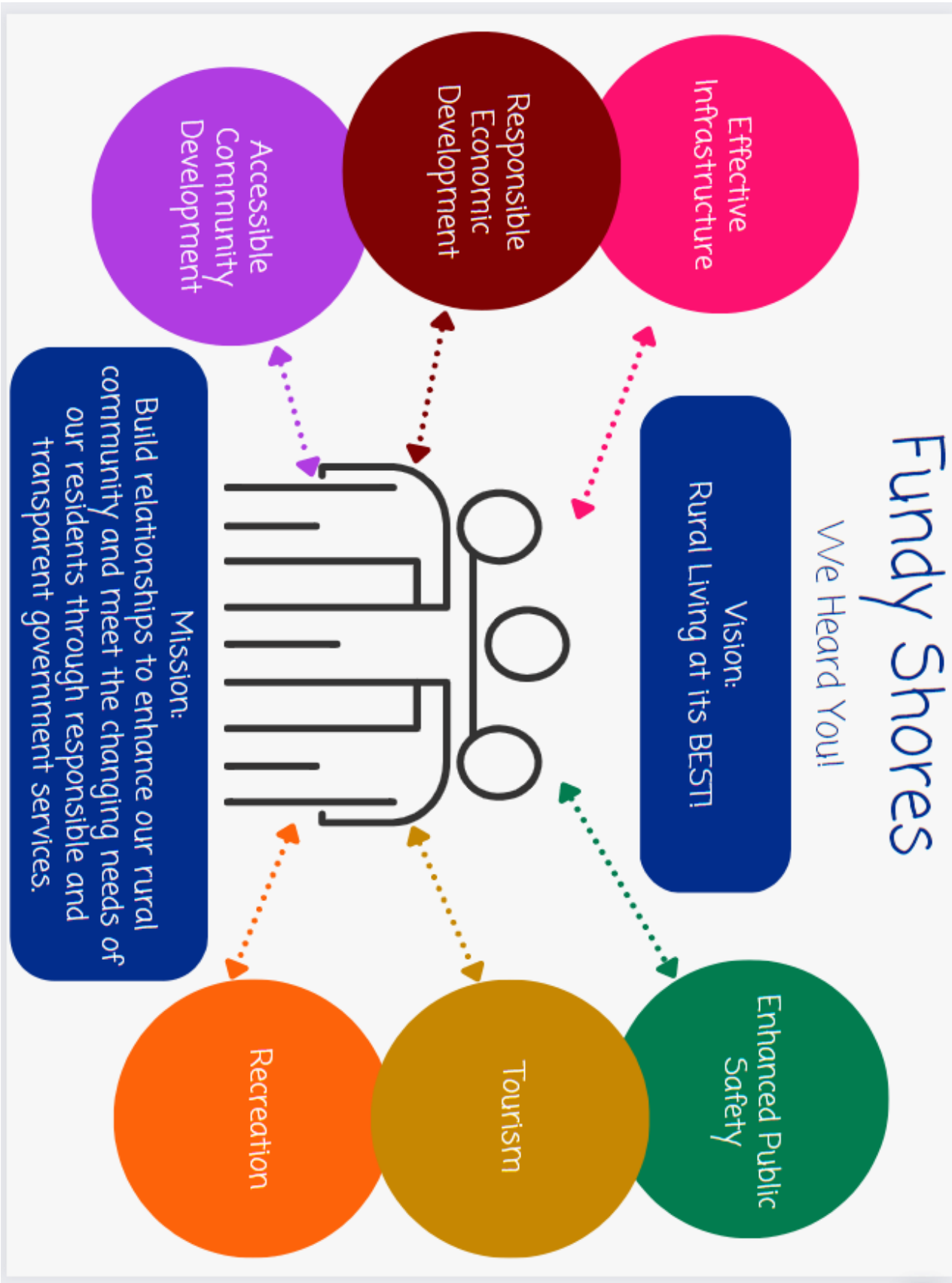
Reporting

The committee will report through its Chair to Council a minimum of four times a year in a summary report outlining the activities, results and Committee deliberations. The chair is also responsible for reporting to the Southwest New Brunswick Regional Service Commission Committee Board as required to help develop and understanding and inform on the regional plan as it impacts Fundy Shores.

Appendices

Community Map





<u>What we want</u>	<u>Key Deliverables</u>	<u>Action Item</u>
<p>Effective Infrastructure – Safe & Reliable Essential Services</p>	<ul style="list-style-type: none"> • Letter to Various Stakeholders outlining community needs • Become an active participant in the decisions being made regarding infrastructure in Fundy Shores • Open, honest and frank communication with other levels of government 	<ul style="list-style-type: none"> • Meet with stakeholders • Draft Letters outlining concerns brought forward at community engagement • Make connection between citizens and department representatives where possible • Develop a feedback loop with levels of government to determine resolution
<p>Responsible Economic Development – Growth to the local economy while recognizing and mitigating the risks of climate change</p>	<ul style="list-style-type: none"> • Document Labour Market Needs • Identify Commercial Development Areas • Promotional documents for business growth and retention 	<ul style="list-style-type: none"> • Develop a local committee • Meet with Stakeholders • Map Current Businesses in Fundy Shores • Identify areas of potential growth and work with partners for growth
<p>Accessible Community Development – Services that support citizens at all stages of life</p>	<ul style="list-style-type: none"> • Identify current social programs and services offered in Fundy Shores • Identify Gaps in service • When directed by Council, collaborate with staff and subject matter experts to develop new services 	<ul style="list-style-type: none"> • Develop local committee • Meet with stakeholders • Identify local services • Develop a plan for improving services

<u>What do we want</u>	<u>Key Deliverables</u>	<u>Action Items</u>
<p>Enhanced Public Safety - Services that support Community wellbeing and protection</p>	<ul style="list-style-type: none"> • Understand standard levels of service for emergency services • Document deficiencies • Draft recommendations for remedy • Public presentations on public safety in the community 	<ul style="list-style-type: none"> • Develop a Local Committee • Meet with Subject Matter Experts and Stakeholders • Provide deficiencies list to Council
<p>Tourism - that showcases and protects our community's natural beauty and diversity while providing opportunities to its citizens</p>	<ul style="list-style-type: none"> • Inventory Tourism assets in Fundy Shores • Identify tourism growth opportunities • Create promotional documents for Fundy Shores 	<ul style="list-style-type: none"> • Develop a local committee • Identify stakeholders to collaborate with • Search for grants • Draft documents for improving tourism opportunities in Fundy Shores
<p>Recreation - opportunities for vibrant, healthy, fulfilling life styles for all ages</p>	<ul style="list-style-type: none"> • Asset Map and Assessment of current Recreation Opportunities in Fundy Shores • Develop Plans for Future Programming • Coastal Link Trail Connection 	<ul style="list-style-type: none"> • Develop a Committee • Work with RSC on Asset Mapping • Identify Grants • Work with Council and other Committee to plan for a new facility

Third Party Advocacy List

Infrastructure (DTI)	NB Power	Other
Street Signage	Reliable Power	Affordable Internet
Road Maintenance	Former Trails (Hanson & Lepreau Falls)	Affordable Cell Phones
Snow Removal (several areas)	Tree Trimming	Attainable Housing
Chance Harbour Road		Washrooms at New River Beach
Coastal Erosion		Dredging Dipper Harbour
Dipper Harbour Bridge		
Maces Bay Road		
Bushing at intersections		
4 Corners (Lighting, Rumble Strip, Traffic Circle)		
Heritage Graveyard (Chance Harbour)		
Repaving 790		
Crow Island Erosion		
Crosswalks by School & Maces Bay Road Intersection		

Agenda Template

Agenda

Rural Community of Fundy Shores

(Meeting Location)

(Committee Name)

(Date & Time)

1. Call To Order
2. Roll Call
3. Disclosure Conflict of Interest
4. Approval of Previous Meeting Minutes
5. Correspondence
6. Presentations
7. Business
8. Next Meeting
9. Adjournment

**Where possible relevant documentation shall be attached to the Committee's Agenda for consumption before the meeting to optimize their workflow.

Minute Template

Minutes

Rural Community of Fundy Shores

(Meeting Location)

(Committee Name)

(Date & Time)

1. Call To Order
2. Roll Call
3. Disclosure Conflict of Interest
4. Approval of Previous Meeting Minutes
5. Correspondence
6. Presentations
7. Business
8. Next Meeting
9. Adjournment

Report Template

(Committee Name) Report

To:	
From:	
Report Date:	

General Information:

Committee Action Items:

Recommendations to Council:

Supportive Business Plans: